**U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education

Washington, DC 20202-4651

**Fiscal Year 2020**

**APPLICATION FOR GRANTS UNDER THE**

**AMERICAN OVERSEAS RESEARCH CENTERS PROGRAM**

**CFDA Number: 84.274A**

Form Approved

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**DATED MATERIAL – OPEN IMMEDIATELY**

Applications Available: February 11, 2020

**CLOSING DATE: March 27, 2020**

# Table of Contents

[Dear Applicant Letter 2](#_Toc32406082)

[American Overseas Research Centers (AORC) Program 3](#_Toc32406083)

[AORC Authorizing Legislation 4](#_Toc32406084)

[Notice Inviting Applications 7](#_Toc32406085)

[AORC Program Selection Criteria 26](#_Toc32406086)

[Competition Overview 28](#_Toc32406087)

[Supplemental Information 31](#_Toc32406088)

[Grants.gov Submission Procedures and Tips for Applicants 35](#_Toc32406089)

[Electronic Submission Waiver Requirements 39](#_Toc32406090)

[GRANTS.gov Application Parts 41](#_Toc32406091)

[Performance Measures Form 42](#_Toc32406092)

[Evaluation Plan 45](#_Toc32406093)

[International Resource Information System 46](#_Toc32406094)

[Application Transmittal Instructions 48](#_Toc32406095)

[Executive Order 12372 Intergovernmental Review 51](#_Toc32406096)

[AORC Program Eligibility Statement 53](#_Toc32406097)

[Instructions for Standard Forms 54](#_Toc32406098)

[Instructions for the SF-424 56](#_Toc32406099)

[Instructions for Department of Education Supplemental Information for SF 424 60](#_Toc32406100)

[Definitions for Department of Education Supplemental Information for SF 424 61](#_Toc32406101)

[Instructions for ED 524 Form and Summary Sections 63](#_Toc32406102)

[Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities 66](#_Toc32406103)

[General Education Provisions Act (GEPA) 68](#_Toc32406104)

[Government Performance and Results Act (GPRA) 69](#_Toc32406105)

[Application Checklist 70](#_Toc32406106)

[AORC Program Frequently Asked Questions 71](#_Toc32406107)

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# Dear Applicant Letter

February 11, 2020

Dear Applicant:

Thank you for your interest in applying for a fiscal year (FY) 2020 grant under the American Overseas Research Centers (AORC) program. This application package includes information about the program as well as the instructions and forms needed to submit a complete application to the U.S. Department of Education.

The AORC program provides grants to consortia of United States institutions of higher education to establish or operate overseas centers that promote postgraduate research, exchanges, and area studies.

For the FY 2020 competition, the U. S. Department of Education has announced two invitational priorities. We encourage you to describe in your application narrative how your proposed project will address the invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets the invitational priorities a competitive or absolute preference over other applications. For additional information about the priorities, please refer to the Notice Inviting Applications published in the *Federal Register* on February 11, 2020 and included in this application package.

All applicants to this competition must submit applications electronically using Grants.gov. You may access the electronic grant application at [www.Grants.gov](http://www.Grants.gov) (http://www.Grants.gov). You must search for the downloadable application package by the CFDA number. Do not include the CFDA number’s alpha suffix in your search, i.e., search for 84.274, *not* 84.274A.

Please be advised that the amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your internet connection. Therefore, we recommend that you allow yourself plenty of time to complete your submission. Your application must be fully uploaded and submitted and must be date-and time-stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements.

The International and Foreign Language Education (IFLE) office looks forward to receiving competitive grant applications that will provide access to meaningful research and training opportunities overseas, promote intercultural collaborations and networking activities, and strengthen U.S. capacity in postgraduate research, exchanges, and area studies.

If you have any questions or require additional information, please contact Cheryl E. Gibbs at (202) 453-5690, or via email at cheryl.gibbs@ed.gov.

Sincerely,

/s/

Cheryl E. Gibbs

Senior Director

International and Foreign Language Education

# American Overseas Research Centers (AORC) Program

## Program Authority

Title VI, Part A, sections 601 and 609 of the Higher Education Act of 1965, as amended.

(20 U.S.C. 1128a.)

## Purpose

The AORC program provides grants to a consortium of U.S. institutions of higher education to establish or operate an AORC to promote postgraduate research, exchanges, and area studies.

## Program Regulations

1. The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 82, 84, 86, 97, 98 and 99. (b) The Office of Management and Budget (OMB) Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as ad

## Eligible Applicants

Any American overseas research center that is a consortium of United States institutions of higher education that receives more than 50 percent of its funding from public or private United States sources; has a permanent presence in the country in which the center is located; and is an organization described in section 501(c) (3) of the Internal Revenue Code of 1993, which is exempt from taxation under section 501 (a) of the Code.

## Allowable Costs and Activities

AORC grants may be used to pay all or a portion of the cost of establishing or operating a center or program, including—

* The cost of operation and maintenance of overseas facilities
* The cost of organizing and managing conferences
* The cost of teaching and research materials
* The cost of acquisition, maintenance, and preservation of library collections
* The cost of bringing visiting scholars and faculty to the center to teach or to conduct research
* The cost of faculty and staff stipends and salaries
* The cost of faculty, staff, and student travel
* The cost of publication and dissemination of materials for the scholarly and general public

# AORC Authorizing Legislation

**TITLE VI – INTERNATIONAL EDUCATION PROGRAMS**

**SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.**

Part A of title VI (20 U.S.C. 1121 et seq.) is amended to read as follows:

**PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES**

**SEC. 601. FINDINGS; PURPOSES; CONSULTATION; SURVEY**

(a) FINDINGS- Congress finds as follows:

(1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.

(2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.

(3) Dramatic changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.

(4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--

(A) producing graduates with international and foreign language expertise and knowledge; and

(B) research regarding such expertise and knowledge.

(5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

(1) (A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;

(B) to develop a pool of international experts to meet national needs;

(C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;

(D) to promote access to research and training overseas, including through linkages with overseas institutions; and

(E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;

(2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and

(3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

(c) CONSULTATION.—

(1) IN GENERAL.—The Secretary shall, prior to requesting applications for funding under this title during each grant cycle, consult with and receive recommendations regarding national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies.

(2) CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION.—

The Secretary—

1. may take into account the recommendations described in paragraph (1); and
2. shall—
3. provide information collected under paragraph (1) when requesting applications for funding under this title; and
4. make available to applicants a list of areas identified as areas of national need.
5. SURVEY.—The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.

**SEC. 609. AMERICAN OVERSEAS RESEARCH CENTERS.**

(a) CENTERS AUTHORIZED- The Secretary is authorized to make grants to and enter into contracts with any American overseas research center that is a consortium of institutions of higher education (hereafter in this section referred to as a center') to enable such center to promote postgraduate research, exchanges and area studies.

(b) USE OF GRANTS- Grants made and contracts entered into pursuant to this section may be used to pay all or a portion of the cost of establishing or operating a center or program, including--

(1) the cost of faculty and staff stipends and salaries;

(2) the cost of faculty, staff, and student travel;

(3) the cost of the operation and maintenance of overseas facilities;

(4) the cost of teaching and research materials;

(5) the cost of acquisition, maintenance, and preservation of library collections;

(6) the cost of bringing visiting scholars and faculty to a center to teach or to conduct research;

(7) the cost of organizing and managing conferences; and

(8) the cost of publication and dissemination of material for the scholarly and general public.

(c) LIMITATION.-- The Secretary shall only award grants to and enter into contracts with centers under this section that--

(1) receive more than 50 percent of their funding from public or private United States sources;

(2) have a permanent presence in the country in which the center is located; and

(3) are organizations described in section 501(c)(3) of the Internal Revenue Code of 1993 which are exempt from taxation under section 501(a) of such Code.

(d) DEVELOPMENT GRANTS.-- The Secretary is authorized to make grants for the establishment of new centers. The grants may be used to fund activities that, within 1 year, will result in the creation of a center described in subsection (c).

(e) APPLICATION.—Each center desiring to receive a grant or contract under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require.

# Notice Inviting Applications

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; American Overseas Research Centers Program

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

SUMMARY: The Department of Education (Department) is issuing a notice inviting applications for fiscal year (FY) 2020 for the American Overseas Research Centers (AORC) program, Catalog of Federal Domestic Assistance (CFDA) number 84.274A. This notice relates to the approved information collection under OMB control number 1894-0006.

DATES:

Applications Available: February 11, 2020.

Deadline for Transmittal of Applications: March 27, 2020.

Deadline for Intergovernmental Review: May 26, 2020.

Pre-Application Webinar Information: The Department will hold a pre-application meeting via webinar for prospective applicants. Detailed information regarding the webinar will be provided on the website for the AORC program at www2.ed.gov/programs/iegpsaorc/index.html.

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768), and available at

[www.govinfo.gov/content/pkg.FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg.FR-2019-02-13/pdf/2019-02206.pdf).

FOR FURTHER INFORMATION CONTACT: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW, room 257-09, Washington, DC 20202. Telephone: (202) 453-5690. Email: cheryl.gibbs@ed.gov.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

SUPPLEMENTARY INFORMATION:

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The AORC program provides grants to consortia of United States institutions of higher education (IHEs) to establish or operate overseas centers to promote postgraduate research, exchanges, and area studies. AORC grants may be used to pay all or a portion of the costs for the operation and maintenance of overseas facilities; organizing and managing conferences; teaching and research materials; the acquisition, maintenance, and preservation of library collections; bringing visiting scholars and faculty to the center to teach or to conduct research; faculty and staff stipends and salaries; faculty, staff, and student travel; and publication and dissemination of materials for the scholarly and general public.

Priorities: Under this competition we are particularly interested in applications that address the following priorities.

Invitational Priorities: For FY 2020 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1--Professional Development Opportunities for Community Colleges and Minority Serving Institutions.

 Provide professional development opportunities to participants from community colleges and minority-serving institutions. The opportunities must include: foreign language instruction at the beginning level to introduce participants to the languages of the center, or at the intermediate and advanced levels to strengthen participants’ foreign language proficiency; curriculum development workshops for incorporating global content into courses; and conferences related to the scholarly focus of the center. The professional development opportunities may be provided in the United States or overseas where the center is located.

For the purpose of this priority:

*Community college* means an institution that meets the definition in section 312(f) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent) or master's, professional, or other advanced degrees.

*Minority-serving institution* means an institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

Note: The list of institutions currently designated as eligible under title III and title V is available at:

www2.ed.gov/about/offices/list/ope/idues/eligibility.html#el-inst.

Invitational Priority 2--Open Access to Center-related Research, Instructional, and Scholarly Resources.

Projects that promote international scholarship by providing open access to center-related research studies, conference proceedings, online libraries, digital archives, foreign language instructional materials, scholarly publications, and other resources related to the thematic focus of the center.

Program Authority: 20 U.S.C. 1128a.

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Available Funds: $1,000,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2021 from the list of unfunded applications from this competition.

Estimated Range of Awards: $46,000-$70,000 for each 12-month budget period.

Estimated Average Size of Awards: $58,000.

Estimated Number of Awards: 17.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: Consortia of United States IHEs that receive more than 50 percent of their funding from public or private United States sources, have a permanent presence in the country in which the center is located, and are organizations described in section 501(c)(3) of the Internal Revenue Code of 1986, which are exempt from taxation under section 501(a) of such Code.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

3. Subgrantees: A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

IV. Application and Submission Information

1. Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768), and available at www.govinfo.go v/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf, which contain requirements and information on how to submit an application.

 2. Submission of Proprietary Information: Given the types of projects that may be proposed in applications for the AORC grant competition, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define “business information” and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. 552, as amended). Because we plan to post on our website a selection of FY 2020 AORC funded abstracts and applications’ narrative sections, you may wish to request confidentiality of business information.

 Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under “Other Attachments Form,” please list the page number or numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

 3. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

 4. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

5. Recommended Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate the application. We recommend that you (1) limit the application narrative to no more than 30 pages and (2) use the following standards:

• A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

• Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

• Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

• Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit does not apply to Part I, Application for Federal Assistance cover sheet (SF 424); the Supplemental Information Form SF 424B; Part II, ED 524 (Summary Budget A) and the detailed budget justification (Summary Budget C); or Part IV, assurances and certifications. The recommended page limit also does not apply to the project abstract, curriculum vitae, or letters of support. However, the recommended page limit does apply to the entire application narrative.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from section 609 of the HEA and 34 CFR 75.210. The maximum score for all selection criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

(a) Program purpose (up to 20 points).

The Secretary reviews each application to determine the extent to which the proposed project promotes postgraduate research, exchanges, and area studies.

 (b) Need for project (up to 10 points).

 (1) The Secretary considers the need for the proposed project.

 (2) In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

 (c) Quality of the project design (up to 10 points).

 (1) The Secretary considers the quality of the design of the proposed project.

 (2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

 (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

 (ii) The extent to which fellowship recipients or other project participants are to be selected on the basis of academic excellence.

 (d) Quality of project services (up to 20 points).

 (1) The Secretary considers the quality of the services to be provided by the proposed project.

 (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

 (3) In addition, the Secretary considers the extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

 (e) Quality of project personnel (up to 15 points).

 (1) The Secretary considers the quality of the personnel who will carry out the proposed project.

 (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

 (3) In addition, the Secretary considers the following factors:

 (i) The qualifications, including relevant training and experience, of key project personnel.

 (ii) The extent to which time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

 (f) Adequacy of resources (up to 10 points).

 (1) The Secretary considers the adequacy of resources for the proposed project.

 (2) In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

(i) The extent to which the budget is adequate to support the proposed project.

(ii) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

 (g) Quality of the project evaluation (up to 15 points).

 (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

 (2) In determining the quality of the evaluation, the Secretary considers the following factors:

 (i) The extent to which the methods of evaluation are appropriate to the context within which the project operates.

 (ii) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

 (iii) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant’s use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

 In addition, in making a competitive grant award, the Secretary requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

All applications submitted to the FY 2020 AORC competition will be evaluated and scored by peer reviewers who are subject matter experts in area studies, international studies, and world languages. The Department will develop a rank order slate of all applicants in the competition, from the highest score to the lowest score. Applications selected for funding will be determined by the applicant’s rank order in the competition.

 3. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose specific conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently $250,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds $10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed $10,000,000.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify the U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of the GAN. We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates the approved application as part of the binding commitments under the grant.

 3. Open Licensing Requirements: Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

4. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

AORC program grantees are required to submit their performance reports into the web-based International Resource Information System (IRIS) data reporting system. For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

5. Performance Measures: The purpose of the AORC program is to promote area studies, exchanges, and postgraduate research. In compliance with the Government Performance and Results Act of 1993, the Department will use the following measures to assess the impact of the AORC program on project participants and researchers:

 AORC Performance Measure 1: The number of individuals conducting postgraduate research utilizing the services of title VI AORCs.

 AORC Performance Measure 2: The percentage of AORC program participants who advanced in their professional field within two years after their participation.

 The grantee performance reports collected in IRIS will be the data source for these measures. The AORC program reporting screens may be viewed at:

<http://iris.ed.gov/iris/pdfs/AORC.pdf>.

 6. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee’s approved application.

 In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to the program contact person listed under For Further Information Contact.

Electronic Access to This Document: The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at www.govinfo.gov. At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*, in text or PDF. To use PDF, you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the *Federal Register* by using the article search feature at: www.federalregister.gov. Specifically,

through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Robert L. King,

*Assistant Secretary for*

*Postsecondary Education.*

# AORC Program Selection Criteria

External peer review panels with expertise in area studies, world languages, and international education program administration will evaluate all FY 2020 AORC applications using the following Education Department General Administrative (EDGAR) selection criteria found at 34 CFR Part 75, §75.209(a) and §75.210:

*(a) Program purpose*. *(20 points)*

The extent to which the proposed project promotes postgraduate research, exchanges, and area studies.

*(b) Need for project. (10 points)*

The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

*(c) Quality of the project design. (10 points)*

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (5 points)

(2) The extent to which fellowship recipients or other project participants are to be selected on the basis of academic excellence. (5 points)

*(d) Quality of project services. (20 points)*

(1) The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability; (10 points)

(2) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services; (10 points)

*(e) Quality of project personnel. (15 points)*

(1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability; (5 points)

(2) The qualifications, including relevant training and experience of key project personnel; (5 points)

(3) The extent to which time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (5 points)

*(f) Adequacy of resources. (10 points)*

 (1) The extent to which the budget is adequate to support the proposed project. (5 points)

(2) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (5 points)

*(g) Quality of the project evaluation. (15 points)*

(1) The extent to which the methods of evaluation are appropriate to the context within which the project operates; (5 points)

(2) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project; (5 points)

(3) The extent to which the methods of evaluation will provide timely guidance for quality assurance. (5 points)

*Total Points Possible: (100 points)*

# Competition Overview

1. **Award Information**: This is the award information for the FY 2020 grant competition.

Available Funds: $1,000,000

Estimated Range of Awards: $46,000 - $70,000 per year

Estimated Average Size of Awards: $58,000 per year

Estimated Number of Awards: 17

(Note: *The Department is not bound by the estimated amounts announced in the Notice Inviting Applications (NIA) and this application package.)*

1. **Project Period**: Up to 48 months.
2. **Eligible Applicants**: Consortia of U.S. institutions of higher education that receive more than 50 percent of their funding from public or private United States sources, have a permanent presence in the country in which the center is located, and are organizations described in section 501(c)(3) of the Internal Revenue Code of 1986, which are exempt from taxation under section 501 (a) of such code.
3. **Cost Sharing or Matching**: This program *does not require* cost sharing or matching.
4. **Budget Periods Covered by the FY 2020-2023 Grant Cycle**:

|  |  |  |
| --- | --- | --- |
| Year 1 | FY 2020-21 | October 1, 2020 - September 30, 2021 |
| Year 2 | FY 2021-22 | October 1, 2021 - September 30, 2022 |
| Year 3 | FY 2022-23 | October 1, 2022 - September 30, 2023 |
| Year 4 | FY 2023-24 | October 1, 2023 - September 30, 2024 |

1. **Invitational Priorities:** The FY 2020 NIA contains two invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets the priorities a competitive or absolute preference over other applications in the competition.

These priorities are:

Invitational Priority 1. *Professional Development Opportunities for Community Colleges and Minority Serving Institutions.*

Provide professional development opportunities to participants from community colleges and minority serving institutions. The opportunities shall include foreign language instruction at the beginning level to introduce participants to the languages of the Center or at the intermediate and advanced levels to strengthen foreign language proficiency, curriculum development workshops for incorporating global content into courses, and conferences related to the scholarly focus of the center. The professional development opportunities may be hosted in the United States or overseas where the Center is located.

Invitational Priority 2. *Public Access to Center-related Research, Instruction, and Scholarly Resources.*

Projects that promote international scholarship by providing open access to Center-related research studies, conference proceedings, online libraries, digital archives, foreign language materials, scholarly publications, and other resources related to the thematic focus of the Center.

1. Application Peer Review and Post-Review Notifications: During a two-week period, peer

review panels with expertise in area studies, world languages, and international education program administration will evaluate all eligible applications using the online technical review form (TRF) in the Department’s G5 e-Reader system. The TRF will include the selection criteria from section 609 of the HEA and 34 CFR 75.210. The selection criteria are listed in this application package on pages 26-27. The maximum score for all selection criteria is 100 points.

The Department’s Office of Congressional and Legislative Affairs will notify successful applicants via the applicant’s State Congressional delegation first. After a required five-day wait period, IFLE staff will notify successful applicants. At that time, we will request revised budgets, if needed, and discuss the terms and conditions of the grant award.

The project director and certifying representative of the funded projects will receive emails from the Department’s G5 Grants Management System containing information about how to access the FY 2020 electronic Grant Award Notification.

IFLE staff will send email letters to all unsuccessful and ineligible applicants after the FY 2020 competition activities are completed. Letters to ineligible applicants will indicate the reason(s) why their applications were deemed ineligible.

IFLE staff will email copies of the peer reviewers’ technical review forms to all applicants to the FY 2020 competition.

1. **Intergovernmental Review:** The AORC program is subject to Executive Order 12372, which means applicants are required to send a copy of their FY 2020 grant applications to the designated State Single Point of Contact (SPOC) by the deadline date for Intergovernmental Review published in the NIA. The Single Point of Contact for each State, (if the State has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.
2. **Grants.gov Electronic Submission Requirement**: FY 2020 AORC program applications must be submitted electronically using Grants.gov.For information about submitting your application through Grants.gov, you should review and follow the *“U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants”* on pages 36-39. You are urged to acquaint yourself with the Grants.gov procedures early to ensure that you have enough time for completing the registration process and submitting your application in a timely manner. Your application must be fully uploaded and submitted and must be date-and time-stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements.

Grants.gov is accessible through its portal page at: <http://www.grants.gov>

1. **Page Limitation**: The suggested page limit for Part III, **Program Narrative**, is 30 pages.
2. **Waiver to the Electronic Submission Requirement**: The requirements for obtaining an exception to the electronic submission are included in the FY 2020 NIA. If you think you might need an exception, you should review the exception requirements early in the application process. The Department must receive your written waiver request and justification at least fourteen days prior to the application deadline date.
3. **Uploading and Submitting the Application using Grants.gov**: The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you submit your application several days in advance of the deadline date, March 27, 2020.

***Note****: Grants.gov does not allow an applicant to un-submit an application after it has been submitted. If you discover that you need to revise your application after you have submitted it, you must* ***submit another application that is date-and-time stamped by Grants.gov no later than 11:59:59 p.m., Eastern Time, on the application deadline date***  The replacement application will be submitted to the peer review process.

1. **Grants. gov Customer Support**: For answers to your questions about the Grants.gov system, please contact Grants.gov Customer Support at 1-800-518-4726 or email at mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at:

<https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

1. **AORC Program Technical Assistance:**  For answers to your questions about the AORC program and application preparation, please contact Cheryl E. Gibbs at (202) 453-5690 or email at cheryl.gibbs@ed.gov

# Supplemental Information

The information below is provided to supplement the information in the “Dear Applicant” letter and the Notice Inviting Applications (NIA).

**Application Components**

*Project Abstract*: The abstract “introduces” the peer reviewers to your overseas center and the activities that you are proposing to undertake over the next four years. It should clearly describe how the center’s proposed activities are consistent with the AORC program purpose and the invitational priorities. The abstract should present a compelling justification as to project’s merit and its potential impact.

You might also wish to highlight the project director’s expertise and leadership skills that will contribute to the project’s success.

* The project abstract is not included in the suggested 30 pages.
* The suggested page length for the abstract is one page.
* The project abstract may be single-spaced.

***Table of Contents*:** A table of contents is suggested because it helps the reviewers in locating and referencing information more easily during the peer review process. The table of contents is not included in the suggested 30 pages for the Project Narrative.

***Program Narrative*:**  The Program Narrative is where you respond to the seven EDGAR selection criteria from 34 CFR Part 75, §75.209(a) and §75.210 that the peer reviewers will use to evaluate your proposal. The full text for the selection criteria and the sub-factors can be found on pages 26-27 in this application package and in the Notice Inviting Applications.

Read each selection criterion and the sub-factor(s) carefully so that you can provide meaningful, clear, and relevant information that effectively and efficiently responds to that selection criterion and any sub-factor(s). Please be reminded that all points matter, and the extent to which you provide strong responses for all criteria, the more competitive your application will be.

To facilitate the review of the Program Narrative, IFLE suggests that you use the selection criteria titles as headings and present the narrative in the following sequence, to be consistent with how the selection criteria will appear on the technical review form:

(a) Program purpose 20 points

(b )Need for project 10 points

(c) Quality of the project design 10 points

(d) Quality of project services 20 points

(e) Quality of project personnel 15 points

(f) Adequacy of resources 10 points

(g) Quality of the project evaluation 15 points

 **Total Possible Points** **100 points**

*Note: In addition to using the selection criteria titles as main headings, using the sub-factor headings to identify the discussions is also helpful to the reviewers.*

* Provide responses to all selection criteria and sub-factors in the Project Narrative.
* Although certain selection criteria might seem to be asking the same question, read the criteria text carefully to discern the distinction or nuance between what is being requested.
* Be sure to provide information where it is requested.
* The suggested number of pages for the program narrative is 30 pages; however, applications that slightly exceed the suggested limit will not be disqualified.

Applicants will submit the Program Narrative using the **Part III Program Narrative Attachment Form** in the Grants.gov application template.

***Project Budget*:**

***Budget Forms***

**Budget Form ED 524 Budget Summary Section A-Non-Construction Programs**

The proposed four-year budget should include the amounts requested to establish or operate the overseas center and to conduct the allowable activities under the AORC program. Because AORC funds are intended to conduct activities and provide services via the overseas centers, applicants are advised that while funds may be used to support U.S.-based activities, these activities should be held to a minimum.

Applicants must use ED Form 524 **ED Form 524 Budget Summary Section A – Non-Construction Programs** to present the requested amounts for all four years of the project period. The amounts included in ED Form 524 Budget Summary Section A- Non-Construction Programs are the amounts you are requesting *from the U.S. Department of Education* AORC program. DO NOT submit ED 524 Budget Summary Section B- Budget Summary Non-Federal Funds in your application. This form is required only for programs that have a legislatively mandated cost-sharing or matching requirement. The AORC program does not require cost-sharing or matching. If you include ED 524 Summary Section B in your application, the Department will require the center to match any and all amounts reflected on the form.

**Budget Form ED 524 Budget Summary Section C (Budget Narrative)**

Use ED 524 Budget Summary Section C to submit a detailed, itemized budget for the amounts you are requesting for each year of the 4-year project period. You will attach the itemized budget using the budget narrative attachment in Part III-Attachmentsof the Grants.gov template**.**

**Budget Categories**

In presenting your detailed budget, use the categories in the ED 524 Budget Section Summary A-Non-Construction Programs. The Department uses these cost categories for all discretionary grant programs.

1. Personnel. Include the compensation for employees. The budget detail narrative that you attach in Part III should include the positions, salaries, and their time and effort on the grant.

*Note*: Professional services fees for consultants, external evaluators, conference speakers, workshop facilitators, etc., should be included in category 8. Other of the ED 524 form.

1. Fringe Benefits. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The fringe benefits costs are allowable, provided the costs are reasonable and required by law, the non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

Indicate the dollar amount as well as the fringe benefit rate, e.g., 18%. Leave this line item blank if the fringe benefits are included in the indirect costs.

1. Travel. Include the travel costs for the center-related personnel and scholars in this category. The travel costs for other project participants should be included in category 8. Other.

The definition of travel costs from 34 CFR Part 200, Uniform Administrative Requirements for Federal Awards is provided below as guidance.

§200.474 Travel costs**.** (a) *General.* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies (b) *Lodging and subsistence.* Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that: (1) Participation of the individual is necessary to the Federal award; and (2) The costs are reasonable and consistent with non-Federal entity's established travel policy.

4. Equipment. Non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. In the itemized budget, explain why the requested equipment is necessary and include the per-unit cost and the total number of units.

1. Supplies. All tangible personal property with an acquisition cost of less than $5000 per unit. In the budget narrative, provide an itemized list of all requested supplies.
2. Contractual. Services covered by a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
3. Construction. Not applicable. Leave blank.
4. Other. Includes direct costs not covered in lines 1 through 5. Professional services fees for consultants and external evaluator fees, non-employee travel costs, costs for conferences, space rental and printing and publication costs, etc., are allowable and should be included in this category. Participant support costs are also allowable for stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences, or training projects.

In the budget detail attachment, provide a breakdown of all costs included in “Other”.

1. Total Direct Costs. The total direct costs requested in lines 1-8.
2. Indirect Costs. Indirect (Facilities and Administrative (F&A)) costs are the costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefited.

Because the Title VI, AORC program is a training grant program, EDGAR §75.562(c)(4) limits reimbursement to grantees for the indirect costs they incur under training grants to the grantee’s actual indirect costs as determined by the grantee’s negotiated indirect cost agreement or 8%of the modified total direct cost(MTDC), whichever is lower.

1. Training Stipends. Not applicable. Leave blank.
2. Total Costs. The sum of all line items.
	* The proposed budget must demonstrate that the requested costs are reasonable and necessary to conduct an effective, efficient, and high-quality project.
	* The proposed budget must include costs that are allowable and allocable to the grant.
	* The proposed budget should be in alignment with the project scale and scope.
	* The budget narrative should provide enough detail to enable the peer reviewers to make an informed judgement about whether the budget represents a sound investment of Federal funds.
	* The response to the “Adequacy of Resources” selection criterion in the Project Narrative is where you describe the extent to which the budget is adequate to support the proposed project and that the proposed costs are reasonable and necessary to accomplish the project activities.The Summary Budget Section C Budget Narrative Attachment Form is where you attach the four-year budget with itemized costs.

*Performance Measure Form (PMF)*: Use the PMF to present the project goals, performance measures, activities in the submitted proposal. IFLE will request the data indicators, frequency, data sources, the baselines and targets later, if the proposed project is recommended for funding. Information about the PMF is on pages 41-43.

***Appendices***:

1. Curriculum vitae for all key personnel.

(For proposed positions to be filled, please provide the position descriptions.)

1. List of U.S. institutional members that comprise the overseas center.
2. Signed eligibility statement in compliance with section 609(c) of the program legislation. Attach the form using the “Other Attachment Form” in the Grants.gov application template.
3. Project Measurement Form (PMF) for the proposed project.

# Grants.gov Submission Procedures and Tips for Applicants

 **\*\*\*Updated 02/2019\*\*\***

**IMPORTANT – PLEASE READ FIRST**

**U.S. Department of Education**

***Grants.gov Submission Procedures and Tips for Applicants***

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

## Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs:

<http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

1. Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

1. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
2. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

## Helpful Reminders

1. **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at [www.sam.gov](http://www.sam.gov). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

1. **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.**

1. **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

## Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern Time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

## Helpful Hints When Working with Grants.gov

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

## Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.  **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

## Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

* When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
* Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
* When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
* Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

# Electronic Submission Waiver Requirements

Applicants may qualify for an **exception to the Grants.gov electronic submission requirement** and may submit their applications in paper format, if you meet one of the following exceptions:

* You do not have access to the Internet; or
* You do not have the capacity to upload large documents to Grants.gov

AND

No later than two weeks before the application deadline date you submit a written statement to the Department to notify us that you qualify for one of the exceptions.

Mail or your statement to: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 257-09, Washington, DC 20202-4260, or email at cheryl.gibbs@ed.gov

#  Grants.gov Application Parts

The Grants.gov electronic application template includes four parts where you attach the sections of your American Overseas Research Centers grant application. Please use the following “Parts” to attach (submit) the various sections of your application:

**Part I: Title Page Form-***Application for Federal Assistance SF 424* and *U.S.Department of Education Supplemental Information for the SF 424 Form*

* Applicants must complete the SF 424 form first, because information that you provide on the SF 424 automatically populates other sections of the Grants.gov application package.
* ***DO NOT*** attach any narratives, supporting files, or other information to the SF 424. Although the SF 424 accepts attachments, the Department of Education will only review attachments that are requested in Part II and in Part III.

 **Part II**: **Budget Forms**

**ED 524 Form Department of Education Budget Summary Form**

*Summary Section A* - Budget Summary Non-Construction Programs

*Summary Section B* - Budget Summary Non-Federal Funds **(DO NOT** submit Summary Section B. It is not applicable to the AORC program.)

*Summary Section C* – Budget Narrative (itemized budget)

*(Note*:  *Although Summary Section C (Budget Narrative) is listed in Part II in Grants/gov, do not attach it in Part II. Instead, upload Summary Section C as an Attachment in Part III, Other Attachment Form.)*

 **Part III: Attachments**

**ED Project Abstract Form** (is not included in suggested 30-page limit for the Program Narrative)

**Program Narrative Attachment Form** (the suggested 30-page narrative that provides your responses to the seven EDGAR selection criteria that the peer reviewers will use to evaluate all FY 2020 applications.

. **Other Attachments Form**

Curriculum Vitae and Position Descriptions

List of U.S. Institutional Members

Eligibility Certification Statement

ED 524 Budget Summary Section C –4-Year Itemized Budget

Performance Measure Form

 **Part IV: Assurances, Certifications, and Survey Forms**

ED**-**GEPA Section 427 Requirement

 Assurances – Non-Construction Programs (SF 424B)

Grants.gov Lobbying Form (formerly ED Form 80-0013)

 Disclosure of Lobbying Activities (SF-LLL)

# Performance Measures Form

Performance Measure Form (PMF): You must insert the PMFs in one section after selection criterion (8), “Quality of the project evaluation”, as part of the 30-page Project Narrative (Part III). The number of PMFs you include is contingent upon the total number of project goals you propose for the four-year project period. You may have a minimum of three and no more than five project goals; thus, a minimum of three PMFs and no more than five PMFs. Please insert all PMFs in one section after the selection criteria narratives. Each PMF includes the Project Goals, Performance Measures, Activities, Data Indicators, Frequency, Data Source, Baselines and Targets that you have selected as necessary to demonstrate your project’s performance. You must include ONLY the Project Goals, Performance Measures, and Activities in the PMF. We will request the Data Indicators, Frequency, Data Sources, and the Baselines and Targets later, if your application is recommended for funding. Information provided in each section of the PMF will make it possible to assess the project’s progress toward, and ultimate achievement of, its goals in a clear, relevant, and quantifiable manner. You may submit PMFs for a minimum of 3 and no more than 5 project goals (with the other required elements).

PROJECT GOAL (Min. 3; Max. 5)

A project goal is a broad, overall statement of what the project is aiming to achieve/accomplish. The project goals selected for your PMFs do not have to cover every aspect or goal in your proposed application; however, the three to five that you do select must align with the overall scope of your proposal. The project goals that you select should be reasonable and realistic representations of what you anticipate achieving by the end of the grant cycle; they should allow you and others to make a determination of your project’s substantial progress.

 PERFORMANCE MEASURES (Min. 1; Max. 3)

 The performance measure (s) is the metric against which you will measure whether the project is meeting its overall project goal. It should be specific and time-bound, with well-defined units of measure (increases in number of scholars, number of MSI faculty collaborations, etc.). It should reflect the project goal, so that meeting the performance measure(s) would result in the achievement of the project goal. The performance measure(s) may address direct products and services delivered by a program (outputs), and/or the results of those products and services (outcomes).

 ACTIVITIES (Min. 1, Max. 3)

 Activities are the actions the applicant will carry out in order to meet the Performance Measure(s) and achieve the Project Goal. Each Performance Measure will have one, and up to three, Activities. You may wish to include more than one Activity, if more than one Activity is necessary to meet a Performance Measure. In addition, if meeting the Performance Measure will take longer than one reporting period, you may include up to two additional “interim” Activities to measure yearly progress toward meeting the Performance Measure. The “interim” Activities will allow you to provide evidence towards progress in every IRIS annual performance report.

Examples of Activities for establishing an overseas language program might include:

* Recruit and hire qualified priority language instructors
* Support OPI training
* Provide access to innovative instructional pedagogy such as Content and Language Integrated Learning

DATA INDICATORS (Min. 1; Max. 3)

Data indicators are specific, observable, and measurable characteristics that can be used to determine whether carrying out the activity results in progress being made toward meeting the Performance Measure. Data Indicators are therefore linked to and should reflect both the Activity and the Performance Measure. One Data Indicator must correspond directly to the Performance Measure so that this relationship is explicit and so that evidence of meeting the Performance Measure is easy to document and express. When deciding on a Data Indicator, consider which types and sources of data best demonstrate that the project is achieving, or will achieve, its objectives and intended outcomes.

FREQUENCY

Frequency is the period of measurement, e.g., monthly, quarterly, annually.

Each data indicator must have a frequency for the collection.

BASELINES and TARGETS

The baseline is the initial value collected for the Data Indicator, at or prior to the start of the project, which serves as a point of reference. The target is the planned value for the data indicator over the course of the project period. For performance reporting, you will provide the “actual” value for the data indicator at the time of reporting. Baselines, targets, and actuals are numerical, and therefore, quantitative. Baselines, targets, and actuals may be expressed as numbers or percentages.

Targets may be discrete for each reporting period or cumulative over the course of the performance period.

Sample Performance Measure Form (PMF)

PROJECT GOAL: Increase number of scholars from MSIs conducting postgraduate research overseas with assistance from the Center.

| Performance Measures | Activities  | Data Indicators | Frequency | Data Source | Baseline | Target 1 | Target 2 | Target 3 | Target 4 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Increase MSI membership in the consortium (overseas center) by 2 institutions annually
 | 1a. Conduct information sessions to recruit MSIs as members  | 1ai. Number of MSIs contacted  | Annually | Center communications records, MSI webinar attendance, trip reports  | 0 | 10 | 7 | 15 | 9 |
|  |  | 1aii. Number of MSIs that join | Annually | Signed agreements, memberships paid  | 0 | 2 | 4 | 6 | 8 |
| 1. Expand the Center’s data base of minority and underrepresented faculty by a total of 50 postgraduate researchers
 | 2bi. Leverage institutional members to create and track faculty data | 2bi. Number of faculty contacted | Annually | Phone and E-mail records | 20 | 15 | 20 | 5 | 10 |

# Evaluation Plan

When developing your response to the “Quality of the Project Evaluation” selection criterion in the Program Narrative, the Department offers these evaluation overview tips for your consideration.

* A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and outcome measures to assess the impact on teaching and learning, post graduate research, area studies, world language training or other important outcomes for project participants.
* The plan should identify the individual and/or the organization that have/has agreed to serve as the evaluator for the project and describe the qualifications of that evaluator.
* The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports of results and outcomes will be available; and (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

Successful applicants will be expected to include information in the annual performance reports information about the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

# International Resource Information System

If the center is awarded a new FY 2020-2023 grant award, project directors will be required to submit the Performance Measure Form, fall interim, spring annual, and final performance reports, using the International Resource Information System (IRIS) web-based data collection and reporting system. We require all grantees to submit IRIS performance reports to assess whether they are making substantial progress toward achieving the approved project goals. For the budget periods following the new grant award fiscal year, IFLE uses the information in the IRIS performance reports to determine “substantial progress” in order to recommend non-competing continuation (NCC) funding. You can view the AORC program reporting screens at: www.<http://iris.ed.gov/iris/pdfs/AORC.pdf>

# Application Transmittal Instructions

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice:

1. **Submission of Paper Applications by Mail**If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before (TBA) **deadline date**, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.274A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
3. A dated shipping label, invoice, or receipt from a commercial carrier.
4. Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark
2. A mail receipt that is not dated by the U.S. Postal Service

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

1. **Submission of Paper Applications by Hand Delivery**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.274A)
550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260

8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department—

1. You must indicate on the envelope and—if not provided by the Department—in Item 11 of the SF 424 the program CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
2. The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

# Executive Order 12372Intergovernmental Review

This program falls under Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This initiative includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The AORC program is subject to Executive Order 12372, which means applicants are required

to send a copy of their FY 2020 grant applications to the designated State Single Point of Contact (SPOC) by the deadline date for Intergovernmental Review published in the NIA. The Single Point of Contact for each State, (if the State has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.

# AORC Program Eligibility Statement

Applicants must complete and save this statement as a word document on your computer first, then attach it to the “Other Attachments Form” in Grants. gov as a .PDF document.

I certify that the applicant center meets the following eligibility requirements as authorized in section 609(c) of the program statute:

1. LIMITATION – The Secretary shall only award grants to and enter into contracts with centers under this section that--
	1. receive more than 50 percent of their funding from public or private United States sources;
	2. have a permanent presence in the country in which the center is located; and
	3. are organizations described in section 501(c)(3) of the Internal Revenue Code of 1993, which are exempt from taxation under section 501(a) of the Code.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized Certifying Official’s Signature |  | Printed Name of Authorized Certifying Official |
| Title of Authorized Certifying Official  |  | Name of Applicant AORC  |
| Date  |  |  |

# Instructions for Standard Forms

● Application for Federal Assistance (SF 424)

**●** Department of Education Supplemental Form for the SF 424

● Department of Education Budget Summary Form (ED 524)

● Disclosure of Lobbying Activities (SF-LLL)

# Instructions for the SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as “Required” in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

* 1. **Type of Submission:** (Required) Select one type of submission in accordance with agency instructions.
* Pre-application
* Application
* Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
	1. **Type of Application:** (Required) Select one type of application in accordance with agency instructions.
* New – An application that is being submitted to an agency for the first time.
* Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
* Revision - Any change in the federal government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.
1. Increase Award
2. Decrease Award
3. Increase Duration
4. Decrease Duration
5. Other (specify)
	1. **Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
	2. **Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.

5a. **Federal Entity Identifier:** Enter the number assigned to your organization by the federal agency, if any.

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.

1. **Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.
2. **State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.
3. **Applicant Information:** Enter the following in accordance with agency instructions:
	1. **Legal Name:** (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting [www.Grants.gov](http://www.grants.gov/).
	2. **Employer/Taxpayer Number (EIN/TIN):** (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	3. **Organizational DUNS:** (Required) Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting [www.Grants.gov](http://www.grants.gov/).
	4. **Address:** Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).
	5. **Organizational Unit:** Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	6. **Name and contact information of person to be contacted on matters involving this application:** Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.
4. **Type of Applicant:** (Required) Select up to three applicant type(s) in accordance with agency instructions.
	* + 1. State Government
			2. County Government
			3. City or Township Government
			4. Special District Government
			5. Regional Organization
			6. U.S. Territory or Possession
			7. Independent School District
			8. Public/State Controlled Institution of Higher Education
			9. Indian/Native American Tribal Government (Federally Recognized)
			10. Indian/Native American Tribal Government (Other than Federally Recognized)
			11. Indian/Native American Tribally Designated Organization
			12. Public/Indian Housing Authority
			13. Nonprofit
			14. Private Institution of Higher Education
			15. Individual
			16. For-Profit Organization (Other than Small Business)
			17. Small Business
			18. Hispanic-serving Institution
			19. Historically Black Colleges and Universities (HBCUs)
			20. Tribally Controlled Colleges and Universities (TCCUs)
			21. Alaska Native and Native Hawaiian Serving Institutions
			22. Non-US Entity
			23. Other (specify)
5. **Name Of Federal Agency:** (Required) Enter the name of the federal agency from which assistance is being requested with this application.
6. **Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
7. **Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
8. **Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
9. **Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
10. **Descriptive Title of Applicant’s Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
11. **Congressional Districts Of:** 16a. (Required) Enter the applicant’s congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina’s 103 district. If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
12. **Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
13. **Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
14. **Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If “a.” is selected, enter the date the application was submitted to the State.
15. **Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
16. **Authorized Representative:** To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body’s authorization for you to sign this application as the official representative must be on file in the applicant’s office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

[**U.S Department of Education note**: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: <http://www.grants.gov/applicants/find_grant_opportunities.jsp>.]

# Instructions for Department of Education Supplemental Information for SF 424

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check **“Yes”** or “**No**” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check “**Yes”** if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “**No**” if you do not meet the requirements for novice applicants**.**

**3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “**No**” if research activities involving human subjects are notplanned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “**Yes**” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “**Yes**” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “**Yes**” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “**No**” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

# Definitions for Department of Education Supplemental Information for SF 424

**(Attachment to Instructions for Supplemental Information for SF 424)**

Definitions:

**Novice Applicant (See 34 CFR 75.225)**. For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

* Has never received a grant or subgrant under the program from which it seeks funding;
* Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
* Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant’s project or funding period, including any extensions of those periods that extend the grantee’s authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

**I. Definitions and Exemptions**

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture. II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

**Copies of the Department of Education’s Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/OCFO/humansub.html**

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

# Instructions for ED 524 Form and Summary Sections

## General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

## Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

## Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1‑11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

## Section C - Budget Narrative [Attach separate sheet(s). [Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants" (34 CFR 75.562) and grants under programs with “Supplement not Supplant” requirements ("Restricted Rate" programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED’s website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

"Please provide your Indirect Cost Rate (e.g. 10%) and your Restricted Indirect Cost Rate, if applicable as part of your budget narrative."

1. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0004**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to IFLE, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

# Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

# General Education Provisions Act (GEPA)

## Section 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age.*

A general statement of an applicant’s nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

**NOTES:**

* **Applicants must include information in their applications to address this provision in order to receive funding under this program. You must provide information within the Program Narrative in response to the relevant selection criteria.**
* **You are also asked to include the ED GEPA 427 Form in Part IV (Assurances, Certifications, and Survey Forms).**

# Government Performance and Results Act (GPRA)

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**What are the GPRA performance measures for the American Overseas Research Centers (AORC) Program?**

AORC Performance Measure 1: Number of individuals conducting postgraduate research utilizing the services of the Title VI AORCs.

AORC Performance Measure 2: Percentage of AORC program participants who advanced in their professional field 2 years after their participation.

**How does the Department of Education determine whether performance goals have been met?**

The Department will use the information and data that grantees submit in their IRIS performance reports to determine whether grantees have met these performance measures.

# Application Checklist

Before you submit your application, please use this checklist to make sure that you have included all required sections and forms.

 Part I *-* Application for Federal Assistance - (SF 424)

**NOTE**: **Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the Grants.gov Other Attachment Forms listed below.**

 Part I - Department of Education Supplemental Information for SF 424

 Part II *-* Department of Education Budget Summary Information – Non-Construction Programs

(ED Form 524) – Section A

 Part III *–* Attachments

 ED Abstract (one-page). Attach this document to the ED Abstract Form in the Grants.gov application.

 Program Narrative that addresses the selection criteria.

Performance Measures Form(s). Attach this document to the Program Narrative Attachment Form in the Grants.gov application.

Part III -Other Attachments

  Curriculum Vitae and Position Descriptions

  List of U.S. Institutional Members

  Eligibility Certification Statement

  ED 524 Section C Budget Narrative (itemized budget)

  Performance Measure Form

 Part IV - Assurances, Certifications, and Survey Forms

  GEPA Section 427 Requirement

  Assurances – Non-Construction Programs (SF 424B)

  Lobbying Form (Formerly ED Form 80-0013)
  Disclosure of Lobbying Activities (SF LLL)

# AORC Program Frequently Asked Questions

1. What is the purpose of the American Overseas Research Centers (AORC) program?

The AORC program awards grants to any American overseas research center to establish or operate an overseas center to promote postgraduate research, exchanges, and area studies.

2. Who is eligible to apply for grants under this program?

Any American overseas research center that is a consortium of institutions of higher education that receives more than 50 percent of funding from public or private United States sources, has a permanent presence in the country in which the center is located, and is a tax-exempt organization.

3. Is it permissible for the applicant consortium to include institutions in the United States and institutions overseas?

No. The eligible consortium (center) is comprised of institutions in the United States only.

4. What kinds of activities can be supported with grant funds?

AORC grants may be used to pay all or a portion of the cost of establishing or operating a center or program, including—

* Cost of operation and maintenance of overseas facilities
* Cost of organizing and managing conferences
* Cost of teaching and research materials
* Cost of acquisition, maintenance, and preservation of library collections
* Cost of bringing visiting scholars and faculty to the center to teach or to conduct research
* Cost of faculty and staff stipends and salaries
* Cost of faculty, staff, and student travel
* Cost of publication and dissemination of materials for the scholarly and general public

In conducting these kinds of activities and other related activities, the centers contribute to the scholarship and research about a country or world region and promote a greater understanding about the languages, history, religions, cultures, etc., where the centers are located.

5. When is the AORC grant competition usually held?

If funding is available, the Department solicits applications under the AORC program every four years.

**7. How many applications does the Department typically receive, and of these, how many are you likely to recommend for funding?**

We typically receive between 22 and 25 applications, and we estimate making seventeen new FY 2020 awards. The Department, however, is not bound by the estimates announced in the Notice Inviting Applications.

8. May we submit our application drafts to IFLE staff for review and comment before we submit them?

No. While the IFLE staff is available to provide technical assistance along the way, staff cannot review and comment on actual drafts.

9.What is the project period for grants awarded under this program?

The project period is 48 months.

10. Do the evaluators have access to the technical review forms (evaluations) from previous competitions?

No. The applications submitted to each competition are reviewed on their own merit. The reviewers are required to take only the information in the FY 2020 applications into consideration.

11. Is there a cost-sharing or matching requirement?

No. This program does not have a cost-sharing or matching requirement.

12. What are the reporting requirements for grantees?

If you are awarded a grant, you will be required to submit an interim report in the fall and an annual performance report in the spring through the IFLE [International Resource Information System](http://iris.ed.gov/iris/ieps/irishome.cfm) (IRIS). The performance reports allow IFLE to determine substantial progress and recommend non-competing continuation funding after the first year in the grant cycle.

13. Who reviews submitted applications, and how are applications evaluated?

Applications are reviewed by peer review panels with area studies expertise, international education administration experience, overseas research experience, and foreign language specialization. Reviewers are selected from the G5 [Field Reader System](http://opeweb.ed.gov/frs/frsHome.cfm) that contains information from individuals who have expressed an interest in and who are qualified to review international education programs. The peer reviewers evaluate applications during a two-week period of panel deliberations using the selection criteria in the [Education Department General Administrative Regulations](http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html).

14. How are applicants notified about the outcome of their applications?

If your application is successful, the Department’s Office of Congressional and Legislative Affairs (OCLA) will notify your U.S. Representative and U.S. Senators first. After the OLCA notifications are completed, IFLE staff will contact successful applicants to request revised budgets, if needed, and to discuss the terms and conditions of the awards. Grantees will receive their electronic Grant Award Notifications from the Department’s G5 system.

IFLE will notify unsuccessful and ineligible applicants in writing immediately after the FY 2020 grant competition activities have concluded.